Big Bucket FileMaker Pro Initial Input Collection Module

Purpose and Overview

The purpose of this initial collection module is to provide a consistent form of input with consistent fields of data in a manner that will allow ease of transfer to the main DOE Master Schedule.

This Initial Input Collection Module is separate and independent from the DOE Master Schedule and is only an intermediate tool used to collect the initial information in a consistent manner. In the end, all database records will be programmatically mapped and brought into the DOE Master Schedule maintained by Kermitt.

Contributing Sites and Leads

Richland Operations (RL) - (Gail Splett)
EM-CBC - (Pete Yerace)
Carlsbad Field Office (WIPP) - (Meg Miligan)
Idaho National Lab (INL) - (Lorrie Robb)
Oak Ridge (OR) - (Cathy Marciante)
Legacy Management (LM) - (Gordon Weaver)
Yucca Mountain Site - (Fred)
Savanna River (SR) - (Kermitt Nicks)
OCIO-HQ - (Sharon Eveline)
National Renewable Energy Lab (NREL) - (Lee Michael)

Execution

To maintain integrity, the input and maintenance of data from each contributing site is password-protected for that site. Although everyone can view all records, only individual sites can add, edit, and delete their own records. Upon entry, your site is automatically selected based on the site user name. For security, each assigned site user name and password will be transmitted to site leads in a separate email.

Training – One or more quick overview training sessions can be presented to interested individuals/sites as necessary. Anyone wishing to receive such web based training contact Gordon Weaver at gweaver@gjo.doe.gov.

Data Entry – The Initial Input Collection Module is web based. To gain access, go to the URL listed below then enter your username and password.

http://12.17.223.12/fmi/iwp/cgi?-db=bigbucket&-startsession
Note: Popup blockers should be turned off to access the web site.

There is one input entry screen with the following fields:

Input Field Name	Input Format (example)	Previous Track Entry Screen (Kermitt's Env Schdle sample)
New Schedule Number	ADM 02.01.a.02… (or) delete	Track # (or) new field
Title	Text	Title
Old Schedule Number(s)	ADM 02.06.all, ADM 02.07, ADM 02.09.all…	new field
Line of Business (LOB) Title/Sub-Function Title	Text	new field
Retention	Text	Retention
Description	Text	Description
Notes	Text	Notes

Sample Input Screen (Read Only - other site's input)
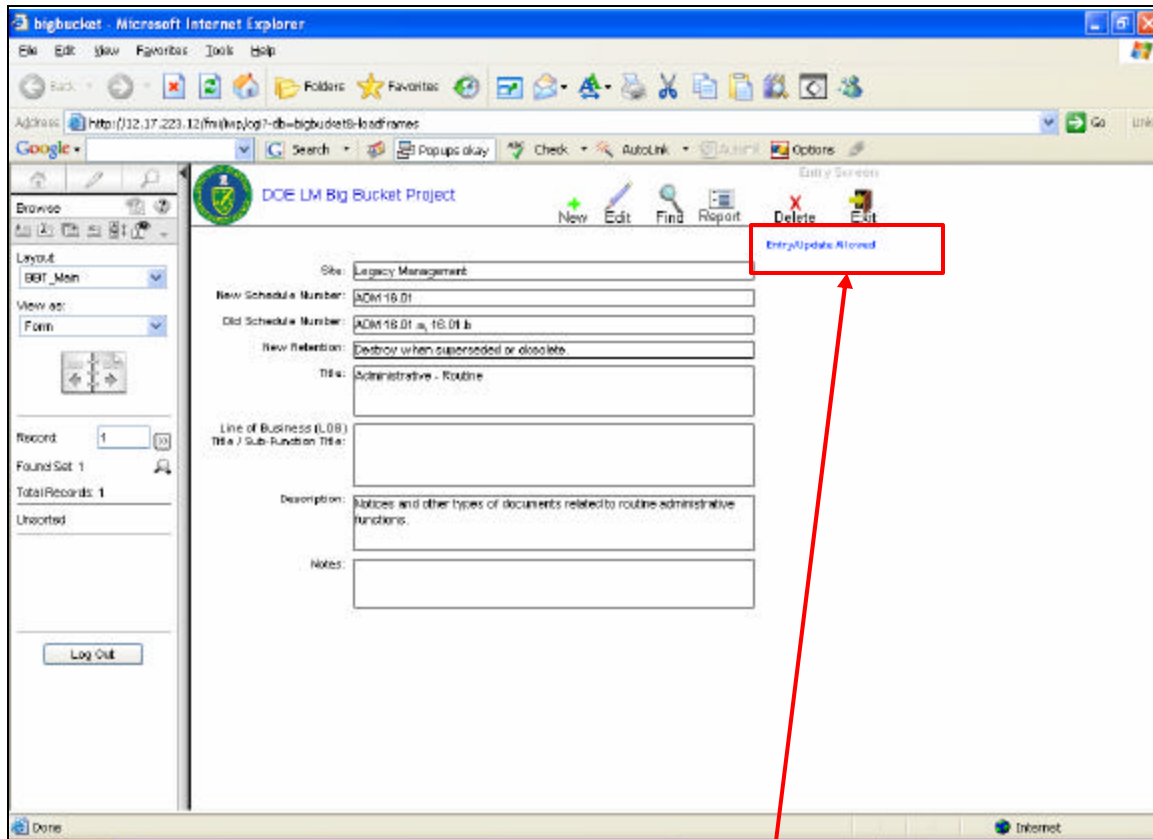
Sample Input Screen (Entry/Update Allowed – Your own site input)

Input Consistency

To maintain consistency and ease of transfer mapping, the input format for New and Old Schedule numbers must be alpha schedule designator (ADM, ENV, GRS, etc.), numeric double digit (alpha single digit) separated with periods, except when "delete" is used. For multiple entries in Old Schedule field separate each entry with a comma.

To make it easier for the accounting of all current schedule numbers and to provide for an easier crosswalk, every previous schedule number must be listed in the appropriate Old Schedule Number(s) field, even if it is the same number as the New Schedule Number.

For schedules being deleted and not incorporated into another rollup, enter "delete" in New Schedule Number field, old title in Title field, and schedule number being deleted in Old Schedule Number field. Enter explanation in Notes field. All other fields may be blank.

Database Maintenance

Using FileMaker Pro tools, each contributor can locate individual records and edit or delete them. Records may also be selected (Find), sorted, listed (browsed), and/or printed.

Printing can be done a page at a time or printing a full report will require creating a PDF image. Contact input module administrator (Gordon Weaver) at (970) 248-6680 or email at gweaver@gjo.doe.gov to have your report e-mailed to you.